



Pre-Congress Teaching Course Faculty Briefing Notes

Pre-Congress

- Complete your conflict-of-interest declaration link
- Review the [information, guidance and deadlines](#) provided for presenters
- Prepare and submit your Digital handout file (pdf) to Donna Wynne, Speaker Manager speaker@worldmusclesociety.org and Benedikt Schoser, Pre-Congress Teaching Course Chair benedikt.schoser@med.uni-muenchen.de by 31st August
- [Prepare](#) and submit your presentation files to Donna Wynne, Speaker Manager speaker@worldmusclesociety.org by 25th September for accreditation compliance checks, using the Tip Sheet as guidance, in particular around the use of logos

On arrival

- Check in at the registration desk upon arrival at the course
- Access to the course and congress will only be granted with a registration badge which you should collect from the registration desk and wear at all times thereafter
- Refamiliarise yourself with the details of the [session/s](#) you are presenting in (timings, speakers etc.)
- Visit the AV team in the room in plenty of time to ensure that they have your correct presentation files and that they are loading properly.

Session preparation

- Please arrive at the presentation area at least 15 minutes prior to the beginning of the session to meet with the AV team and moderator of your session.
- Radio lapel microphone fitted
- Familiarise yourself with lectern and monitors (see below)
- Familiarise yourself with the timer system on the stage and where the cameras are located

Q&A

- I-pads and/or another device will be available on the moderators' table
- One moderator to select/approve questions and the other to ask questions
- Traditional Q&A is one option with roving microphones
- Virtual delegates will ask via the platform and any in-person delegates who would rather not use the microphone can use the App. Please confirm which speaker these questions are addressed to if it isn't already clear

Be aware of all attendees - Virtual and In-person

- Remember to address all congress participants in the room and at home and sometimes look towards the camera.
- We must ensure that virtual attendees feel involved and included as much as possible.

Timing and pointer

- Timer and traffic light system on lectern/comfort monitor
- Check the duration and timings of the session you are presenting in.

- Depending on the session duration the moderator will give 10, 5 and 2-minute warnings before the final when time is up.
- A good warning sign 5/2 minutes before Q&A is to stand up and move towards the lectern. These details can be agreed with speakers and presenters before the session begins.
- Presenters will have a [mouse to use a laser pointer](#) on the lectern screen so that in-person and virtual attendees can see where they are pointing.

Useful links

- Oral presenters' preparation: <https://www.wms2023.com/page/oral-presenters> much of this page is relevant for course faculty as well as congress speakers
- Pre-Congress Teaching Course Programme: <https://www.wms2023.com/page/teaching-course>
- Course Faculty: <https://www.wms2023.com/page/faculty>
- Congress Programme: <https://www.wms2023.com/page/programme>
- WMS EDI Statement: <https://www.wms2023.com/page/programme#:~:text=and%20other%20aspects.-,WMS%20EDI%20Statement,-%3A%20The%20World>
- Code of conduct: <https://www.wms2023.com/page/code-of-conduct>
- New for 2023: <https://www.wms2023.com/page/new-for-2023>
- Lots of useful congress information: <https://www.wms2023.com/page/information>

If you have any queries before or during the Congress, please don't hesitate to ask us and we will be very happy to help you.

Thank you for your support and enjoy the Congress!